



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12-05-093	OPENING DATE: 12-08-05	CLOSING DATE: 12-29-05	OPEN TO ALL CANDIDATES
POSITION: Intake Section Supervisor JS-945-10	TYPE OF APPOINTMENT: Career Service		SALARY: \$47,755 - \$62,086 DC Courts non-judicial employees receive federal retirement and benefits
DIVISION: Civil	LOCATION: 500 Indiana Avenue, NW		Tour of Duty: Full-time

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is responsible for the supervision of staff and daily operations of the Intake Section of the Civil Actions Branch of the Civil Division. The Intake Section receives and reviews new case filings, Court orders, and subsequent pleadings filed with the clerk, and creates docket entries of the same. Submits recommendations and procedures to improve the section's overall operation. Instruct staff members on new procedures and policies. Monitors work of staff for compliance with section, branch and division standards and goals. Makes assignments to subordinate staff such as deputy clerks. Ensures that cashier's drawers are distributed and reconciled daily, according to standard operating procedures. Identifies and addresses training and development needs of the section. Determines materials, equipment and facilities needed. Provides information to the public, attorneys and other Court Officials with reference to cases filed in the section. Evaluates employees in the section for review by the Branch Supervisor. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Six years of clerical experience in a court or legal environment, including one (1) year of experience as a first-level supervisor or team leader, and one (1) year using a computer system or Bachelor's degree plus two (2) year of experience in a court or legal environment providing leadership and direction using a computer system. Equivalent combinations of relevant education and experience may be substituted. Please submit a copy of your most recent performance evaluation with your application, if available.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor.  
**Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Ability to manage operations of the section, providing leadership, organization, supervision and guidance.
2. Ability to interpret law and policy and to develop policies, procedures, instructions and make recommendations where necessary
3. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective customer service to judicial officers, court staff and the public.
4. Ability to collect and analyze data utilizing databases and PC software and to prepare statistical reports
5. Ability to maintain confidentiality and security of documents and information.

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

**Submit Court Application and Ranking Factors to:**

DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001.

For further information call (202) 879-0496 Fax (202) 879-4212 or visit us on the web at [www.dccourts.gov](http://www.dccourts.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.